

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – May 24, 2017**

Board of Directors Regular Board Meeting

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 1500 Bollinger Canyon Road
Administrative Building-Boardroom
San Ramon, CA 94583

Board Members Present: Board President Parker, Vice-President Campbell, Directors Kerr, Stamey and Stark.

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Pangelinan, Director of HR Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, FLS Manager Drayton, and District Counsel Ross.

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Deputy Chief Phares led the pledge of allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes were made to the agenda.

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

Motion by Director Stark to approve Consent Items No. 5.1 through 5.6(1-3), seconded by Director Stamey. Regarding item 5.6 (1), the merit salary increase to Human Resources Director Korthamar Wong should have stated Step 6, instead of Step 5. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Cardiac Save Patient and Recognition of District Personnel

Chief Meyer provided the introduction of this item, then introduced EMS Battalion Chief Duggan who introduced Mr. Keery providing some of the background of this incident. Crew members who

assisted at this incident were also present at the meeting. Mr. Keery thanked District personnel profusely for all of their life-saving efforts.

6.2. Retirement Recognition of Public Safety Dispatcher Mary Nelson

Fire Chief Meyer provided Dispatcher Nelson's background stating that she started her career with Alameda County Sheriff's department in 1983. In 1988 she began her employment with San Ramon Valley Fire. Dispatcher Nelson retired with almost 30 years of service, always continuing to better herself. Staff presented a short video highlighting an incident call that Dispatcher Nelson was involved in and the importance of the 911 for kids local hero's program. The Board and staff congratulated Dispatcher Nelson.

At this time in the meeting, the Board recessed at 7:30 p.m. The regular session adjourned to Closed Session at 7:48 p.m., with the Closed Session adjourning at 8:25 p.m.

7. **OLD BUSINESS – continued at 8:30 p.m.**

7.1 Update on Fire Station No. 32.

Chief Meyer stated that the opening of Fire Station 32 has been moved to the end of June, 2017, and that a tour and BBQ for elected officials and community members would be held in early June.

7.2 Open Public Hearing as set forth in the annual exterior hazard abatement program notices mailed on April 7, 2017, stipulating April 26, 2017 at 2:00 p.m., as the date, time and place provided for the purpose of receiving public comment to show cause why exterior abatement standards are not applicable to the property.

No one came forward for comment.

7.3 Discussion and possible approval of Resolution No. 2017-03 increasing the First Responder Assessment without Transport Fee and the Ambulance Transport fees and charges contained within Ordinance No. 30; requires a majority roll call vote.

Motion by Director Stamey to approve Resolution No. 2017-03. Director Stark seconded the motion. Motion carried by roll call vote.

7.4 Discussion and possible approval of Resolution No. 2017-04, adopting an increase in an existing schedule of fees contained in Ordinance No. 28, requires a majority roll call vote.

Director Kerr asked what the percentage increase was. Finance Controller Koran stated that the increase of 3.3% was based on CPI. Motion by Director Campbell to approve Resolution No. 2017-04 increasing the existing schedule of fees. Director Kerr seconded the motion. Motion carried by roll call vote.

8. **NEW BUSINESS**

8.1 Authorization to enter into an agreement with Hunt & Sons for Bulk Fuel Services.

Motion by Director Stamey to authorize entering into an agreement with Hunt & Sons for Bulk Fuel Services. The motion was seconded by Director Stark. Motion carried.

8.2 Authorization to replace FLSD Office Assistant I position with a Permit Technician position.

Staff stated that due to the increase in customer service, two permit technician positions are needed and the Personnel Committee concurred. Motion by Director Kerr to authorize replacing FLSD part-time Office Assistant I positions with a Permit Technician position. Motion was seconded by Director Stamey. Motion carried.

8.3 Discussion and possible approval of Resolution No. 2017-05 regarding hiring retiree Mary Nelson.

Fire Chief Meyer stated that the Emergency Communications Division is currently short staffed due to recent retirements. Communications Director Pangelinan stated that the training process for new dispatchers is a lengthy process, and hiring an employee who is skilled in this position is beneficial. Motion by Director Stamey to approve Resolution No. 2017-05 regarding hiring retiree Mary Nelson. Director Campbell seconded the motion. Motion carried by roll call vote.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Kerr stated that it is always nice to see positive letters in the board packet.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities

Chief Phares stated that regarding the probationary period for Firefighter 2016-1, it is scheduled to be completed in July. The Annual Pancake Breakfast was again a success with our employees serving seniors. Chief Phares also stated that the Honor Guard attended an Honor Guard Academy.

10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

Chief Duggan stated that staff responded to 480 calls this past month. Chief Meyer congratulated Chief Duggan stating what a great job he is doing. Five incidents were in response to patients that had experienced cardiac arrests with three patients exhibiting a return of spontaneous circulation.

10.3 Logistics – Deputy Chief, Derek Krause
Logistics Report of monthly activities.

Chief Krause stated that regarding current Station 32, meetings have been held on site with prospective contractors regarding the underground tank closure letter,

requirements and project scope. Director Kerr asked if there was any interest in buying the property. Chief Meyer stated that yes, there has been interest in the property.

- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause
Fire and Life Safety Report of monthly activities.

Chief Krause stated that the annual rate of inspections has increased; and cross training is being done by inspectors. Chief Krause also stated that they are currently recruiting for a permit technician hoping for a start date of July 1.

- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communications Report of monthly activities.

Director Pangelinan attended a 911 heroes event and this is the 2nd time dispatcher has won.

- 10.6 Human Resources Division – Human Resources Director Natalie Korthamar Wong
Human Resources Report of monthly activities.

Director Korthamar Wong stated that recruitments are underway in the Fire and Life Safety Division as well as Dispatch, and that she is working with the Finance Department on the pay schedule report to phase out legacy system.

- 10.7 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
Monthly Finance Report of monthly activities.

Consultant Campo stated that the proposed budget is complete as well as the state controller compensation report. Director Kerr stated that the Finance Committee met and reviewed the draft budget, OPEB investing and the property tax sharing agreement.

- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings and other District related activities.

Chief Meyer discussed the Public Safety roundtable that he was involved in with the Town of Danville and Sheriff. Director Stamey stated that Chief Meyer did an excellent job on the panel. Chief also informed the Board that a budget meeting would be held with employees next week

11. GOOD OF THE ORDER

- 11.1 Discuss meeting dates and times for Regular Board meetings for the remainder of 2017; pursuant to recently adopted Board policy.

Chief Meyer reiterated that there is no July Board meeting. Director Stamey stated that we should keep consistency in day the Board meets (i.e., 4th Wednesday of the month), with flexibility for evening meetings. Director Campbell suggested the Board meeting time be changed to 1:00 p.m., after lunch and before the commute traffic starts. It was the consensus of the Board to hold the Board meetings at 1 p.m. in the afternoon, instead of 7 p.m. in the evening with flexibility to hold evening meetings if needed.

12. CLOSED SESSION

12.1 Possible exposure to litigation (4 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

13. Return to Open Session

Regular session ended: 9:30 p.m.
Closed session began: 9:40 p.m.
Closed session ended: 11:20 p.m.
Regular session open: 11:25 p.m.

14. Report Upon Return from Closed Session (if applicable)

15. Adjournment

The meeting was adjourned by President Parker at 11:25 p.m.

Prepared by:


Natalie Korthamar Wong

Human Resource Director/Acting District Clerk

Approved by:


Don Parker, Board President